

Curriculum Vitae

Gabriel Jackson

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EDUCATION

Summer 2015 B.S. General Studies- Florida Atlantic University

Spring 2011 A.A. in Business Management- Palm Beach State College

RELEVANT COURSEWORK

Human Resource Management	Financial Accounting	Managerial Accounting
Money and Banking	Marketing Management	Operations Management
Business Law I & II	Qualitative Methods in Business	International Business

Professional Work Experience

2018-Current *Executive Secretary (Florida Atlantic University)*

- Coordinates internal and external contacts and communications.
- Arranges and schedules social functions, meetings, conferences, and records minutes.
- Screen the Director's calls, manage and resolve and/or mitigate minor conflicts and misunderstandings with students and faculty that do not require the decision of the Director.
- Coordinate Director's calendar including scheduling and appointments.
- Prepare all faculty, adjunct faculty and graduate assistant contracts, reimbursements, travel requests and various other reports

- Maintain records for department budget accounts and encumbrances, prepare and supervise purchasing processes and requisitions
- Hire, assign duties and supervise department work study students.
- Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, and office layout.
- Receive and direct visitors to the School office, field telephone calls, and provide information by answering questions and requests.
- Process related correspondence
- Answer non-routine correspondence

2017-2018 Program Assistant (Florida Atlantic University)

- Provided excellent communication in person and over the phone with a professional demeanor and handle inquiries from students, other constituents within the College, and from others throughout the University
- Answered and directed phone calls; Provide general support to visitors, students, and faculty
- Hired, assigned duties, and trained work-study students/volunteers
- Processed Workday actions including hiring process, budgeting, prepare invoices for purchasing, faculty travel, spend authorizations, reimbursements and check requests, as well as order supplies and handle mail
- Scheduled and coordinated appointments for the Director and various program coordinators, and maintain paper and electronic records that are organized and easily accessible.
- Provided supplemental assistance to the College Dean's office as needed

Internship 2016 Office Administrator (Boca Isles South POA)

- Maintained professional association with Board of Directors and regulatory personnel.
- Coordinated board meetings and correspondence booklet reports
- Answered and directed phone calls; Provide general support to visitors
- Organized and scheduled meetings and appointments; Type, proofread, and edit documents; Accounts receivable and accounts payable
- Produced and distributed correspondence memos, letters, invoices, faxes and forms
- Maintained effective communication with owners and vendors; maintain appropriate documentation on all critical issues